
Subject: Voter Registration

Effective Date: January 1, 2013

Revised from: October 1, 2006

Policy: The National Voter Registration Act of 1993 requires all WIC offices to provide voter registration services. The Secure and Fair Elections Act of 2011 requires persons applying for voter registration for the first time in Kansas to provide evidence of U.S. citizenship.

All persons completing an application (new certification or recertification) or changing their address must be offered the opportunity to register to vote. WIC staff is required to provide assistance with the forms if requested. When providing assistance or answering questions specific actions and statements are prohibited, such as: influencing an applicant's party preference or registration; displaying any party preference or allegiance; and making any statement or taking any action that would discourage voter registration or in any way lead the individual to believe that a voter registration decision will have a bearing on the availability of services or benefits. The voter registration forms used in WIC offices must not be altered or marked in any way that would clearly identify WIC as the source of the registration. WIC staff is not to screen applicants to determine their eligibility to vote. This includes those under age or non-citizens.

Reference: 11 CFR Part 8; KSA 25-2309(l) through (u)

Procedure:

Give each caregiver/applicant a State of Kansas National Voter Registration Act of 1993 Agency Declaration Form to complete. If a caregiver is representing multiple applicants or clients on a given day, they need complete only one form. Be sure the form is signed and dated. Be sure to document the outcome of the voter registration process in KWIC for each person presenting that day.

If the person checks "No" where asked if they would like to register to vote, no other action is necessary with the client. Simply file the form and document the decision in KWIC.

If the person marks "Yes" to wanting to register to vote, staff must determine whether or not the person is registering to vote for the first time, or is already registered, and is simply asking to reregister at their new location. If "Yes" is marked, proceed as follows:

- ❖ Ask the person if they are already registered to vote in Kansas. If so, give them the Voter Registration Application form to complete if they wish to reregister due to a change of location since they last registered. Once completed, forward the application to the county election officer.
- ❖ If they have never registered before, inform them that Kansas law requires that they provide evidence of U.S. citizenship in order to register to vote.

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- ❖ Give them the NOTICE – Proof of U.S. Citizenship Required for Voter Registration for a listing of valid evidence of citizenship. If they have acceptable evidence with them, they may fill out the Voter Registration Application at that time. Copy the evidence provided. Forward the completed application and the copy of evidence of citizenship to the county election officer.
- ❖ If they do not have evidence of citizenship with them, tell them they may take the application and the NOTICE – Proof of U.S. Citizenship Required for Voter Registration with them, and may file the application with the county election office at a later date. Tell them to be sure to include a copy of evidence of citizenship with their application.

Traveling Agencies

For those LAs traveling to clinic sites without copying capability, all requests to register to vote will be handled using the last option above. That is, all should be given the application and NOTICE, and told to submit the application along with evidence of citizenship to the county election officer, as the WIC clinic doesn't have the ability to fulfill registration requirements (i.e., can't copy proofs).

*Note: If a person is 17 years old and otherwise qualified to vote, that person may register to vote as long as she/he will be 18 before the next election.

It is suggested that the address and phone number of the county election officer be provided to clients whenever they need to apply at a later date. It might be beneficial to have address labels available to attach to the NOTICE – Proof of U.S. Citizenship Required for Voter Registration for those taking information with them.

Retain Declaration Forms on file for two calendar years and then destroy.

The Guide for Agency-Based Voter Registration provided by the Kansas Secretary of State's Office contains general guidelines for providing voter registration services at the LA. Each LA must contact the county election officer for each county in which they provide WIC services to coordinate these efforts.

Voter Registration Application Forms are available from the SA using the WIC Materials Order Form, or from the county election officer. The Agency Declaration Form and NOTICE – Proof of U.S. Citizenship Required for Voter Registration may be found in the Forms on the WIC web site. No other forms may be substituted for these forms.

LA staff should contact their county election officer or the Kansas Secretary of State's Office for additional information or clarification.